

THE BID HAS GONE ELECTRONIC!

Steps to ordering from the Office of Public Instruction (OPI)

Cooperative Purchasing Program:

1. To access the Cooperative Purchasing ordering system online, school's login user name and password are the same as those used for the CNP program to submit claims for reimbursement. Your user name is your school's agreement number which looks similar to this: "01-0111." The password is chosen by each school. Login using your school's user name and password at:
<http://data.opi.mt.gov/CooperativePurchasing/>.
2. From the login page, you will proceed to the main ordering page. On the left side of the screen are buttons representing the different food categories. When you click on one of the individual food items that food category will appear on the right side of the screen. Choose the food category you wish to begin with. You may order from one or all categories, depending on your school's needs. Each food item has four delivery choices. If you choose to order in all four delivery dates, you will receive a delivery every month. After you have entered the number of units that you want for all of the items on a page, click "save" (on the top left-hand side of the screen). **If you do not hit the "save" button before moving to another page or category the information you have entered will be lost.** More items can be added by returning to a saved page, adding the desired items and clicking "save" again.
3. After you have ordered all of the items in all categories that are needed, view your complete order by clicking on the "View Current Order" menu item. It is recommended to double-check orders before exiting the program by viewing your current order.
4. To print your current order you can go to the "Print Current Order" menu item under the "Reports" section. This brings up an Adobe Acrobat (PDF) printer-friendly copy of your complete order.
5. **When you are sure your order is complete you must click the "Finalize Order" menu item.** This will bring up a screen with one button on it that says "Lock Order and Proceed." **After clicking this button you can no longer add items to your order without contacting the Office of Public Instruction.** After you click the "Lock Order and Proceed" button, a signature sheet will be generated in a new window. **You must print out this form, sign it and fax it to the OPI.** That completes the ordering process.
6. For your convenience, you may print out a blank order form if you find this useful in recording the number of each item needed while you are doing an inventory before deciding what to order. There is also a report that shows all of the nutritional values of all of the foods.

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